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Approved For Release 2003/05/28 : CIA-RDP87-01146R000300070002-2

21 AUG 1981
[Handwritten signatures]

MEMORANDUM FOR: Chief, Budget and Fiscal Branch, OL
Chief, Records and Services Branch, OL
Chief, Systems Analysis Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

25X1

FROM: [REDACTED]
Chief, Plans and Programs Staff, OL

SUBJECT: Office of Logistics Strategic Plan Update

25X1

1. In response to the Director of Logistics' (D/L) request, the Plans and Programs Staff (P&PS) is undertaking an update of the Office of Logistics (OL) Strategic Plan (1981-1986), dated 12 November 1980. [REDACTED] in contrast to [REDACTED] is resuming the practices of strategic planning, management by objectives, advanced work plans, and other specific goal oriented techniques. In this context, OL's Strategic Plan is to be brought to a current status prior to the DDA's Office Directors Conference in early October.

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2. Attached for your information are past references to component goals and plans, beginning with a copy of the D/L's original--and still relevant--message on strategic planning. Other enclosures include the current OL MBO list, and appropriate pages from the November 1980 five-year plan and, especially, the DDA memo on Planning Assumptions, dated 14 August, which alters a conservative approach to plans development.

3. A critique of the initial strategic planning effort, as prepared in the Spring of 1980, reflected the need to: stress innovation and new approaches; examine OL as a total system rather than through a parochial viewpoint; participate in a support role through a planned, integrated logistics system concept instead of reactionary response. The current LIMS project

OL 1 3539

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SUBJECT: Office of Logistics Strategic Plan Update

proposes to favorably respond to these needs but, under existing time projections, will not achieve these objectives until the end of this strategic planning period and is not, therefore, a potential panacea for current and near term concerns. Furthermore, the initial LIMS effort cannot be expected to significantly contribute to other than Supply Division and Procurement Division activities. Consider humanistic goals as well as those of a materielistic nature.

4. Please provide responses on the OL Strategic Plan update to P&PS by 4 September 1981.

25X1



Attachments:

As stated

Distribution:

Orig - Each Addressee
~~1~~ - OL/P&PS Official
1 - OL/P&PS Chrono
1 - OL Reader
~~1 - D/S's Office~~

25X1 OL/P&PS: [redacted] (21 August 1981)

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ATTACHMENTS TO OL 1 3539

WARNING NOTICE -
INTELLIGENCE SOURCES
AND METHODS INVOLVED



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P.P.S

18 MAR 1980

MEMORANDUM FOR: Chief, Budget and Fiscal Branch, OL
Chief, Records and Services Branch, CL
Chief, Systems Analysis Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM: James H. McDonald
Director of Logistics

SUBJECT: Strategic Planning

1. I have asked the Plans and Programs Staff to develop a five-year strategic plan for the Office of Logistics. The plan will cover fiscal years 1981 through 1985.
2. The purpose of our strategic planning will be to provide senior managers with a broad outline of our organizational goals over the ensuing years, and to permit them to reassess current strategies in the context of internal logistics and external environmental changes from both within and outside the Agency. Our intention will be to try to predict with some degree of certainty what demands will be placed on Logistics to support the Agency within that time frame, and what the office must do if it is going to continue to provide high quality logistical support to our customers.
3. You are asked to participate in this effort by identifying your goals and objectives for the next five years. Goals can be broadly stated, while the objectives to attain those goals should be more specific. Your only constraints

OL 0 1147

SUBJECT: Strategic Planning

should be consideration that our resources - material, financial, and human - are either fixed or will diminish. However, none of the constraints should inhibit your creativity and initiative to identify those goals which you feel should be incorporated in the Plan.

4. We all realize the uncertainties associated with attempts to predict the future. Yet, there are numerous indicators which clearly point to dramatic changes which are going on now and are likely to continue. The high rate of inflation and the energy shortage will place more responsibility on us to manage our resources more effectively. There is evidence that the public attitude towards the Agency is more favorable, both in terms of our human collection activities and other forms of covert action. Consider these kinds of factors when developing your goals.

5. Please provide your goals and objectives to the Plans and Programs Staff by 26 March 1980.

/s/ James H. McDonald

James H. McDonald

Distribution:

0 - OL/B&FB
1 - each other adse
1 - OL Files
1 - OL/P&PS (Official)
1 - OL/P&PS (Chrono)

STAT

[Redacted] (12 Mar 80)

<u>P&PS</u>	*-OL-33-81 (S-DCI-30)	Logistics Integrated Management System (LIMS)
<u>RECD</u>	*-OL-39-81 (O-DDA-11)	Reliability of Headquarters Utility Services
	*-OL-32-80 (O-DDA-14)	MAJOR RENOVATION & CONSTRUCTION ACTIVITIES [redacted] Expansion
	*-OL-32-80 (O-DDA-13)	MAJOR RENOVATION & CONSTRUCTION ACTIVITIES Project SAFE Site Work
	-0-OL09	Real Property Authority
	-0-OL-12	Firewall & Short Circuit
<u>P&PD</u>	*-OL-11-77 (O-DDA-15)	P&PS Productivity Measurement
	-0-OL-16	Develop Program for Tracking Equipment Repair Costs
	-0-OL-17	Finalize Procurement and Install Replacement DEC PDP-11/71 Computer System
	-0-OL-18	Establish Criteria for Selection of Applicants for P&PD Graphic Arts Apprenticeships
	-0-OL-19	Design, Prepare and Conduct Customer Seminar
	-0-OL-20	Study to Quantify Amount of Expendable Supplies and Personnel Resources Waste
	-0-OL-21	Study on Centralizing Agency Copier Management and Control with P&PD (<u>Completed</u>)
	-0-OL-22	Reorganize P&PD
<u>LSD</u>	*-OL-34-81 (O-DDA-28)	LSD Support to [redacted]
	*-OL-35-81 (O-DDA-23)	Measure Effectiveness of GSA in Area of Facilities Management
	*-OL-31-80 (O-DDA-25)	ENERGY CONSERVATION Gasohol Conversion of Agency Fleet Vehicles
	*-OL-31-80 (O-OL-27)	ENERGY CONSERVATION Develop and Promote Agency Vanpooling Program
	*-OL-32-80 (OL-DDA-29)	MAJOR RENOVATION & CONSTRUCTION ACTIVITIES Relocations in Support of SAFE Phase II
	-0-OL-24	Become More Efficient in the Management and Conservation of Energy Resources
	-0-OL-26	Determine Feasibility of Leasing Motor Pool Fleet Vehicles from GSA

PD *-OL-37-81 (O-DDA-5) Acquisition Planning

-0-OL-6 To establish effective acquisition procedures that permit a consistent and coherent treatment of each procurement, while conforming to the maximum practicable extent with statutes and regulations published by the Office of Management and Budget (OMB) and other Federal policy agencies.

-0-OL-7 To establish an automated PD management information system that provides visibility into critical areas of work-in-process and permits the development of a predictive decision process.

-0-OL-8 Automated procurement process: extend automation within the procurement process as rapidly as possible.

SD *-OL-36-81 (O-DDA-4) Rebuild Capacity to Support Covert Action Programs STAT

-0-OL-1 Increase the effectiveness of operations through the use of automated materiel handling equipment and new packaging techniques. (Completed) STAT

-0-OL-2 Automate Agency Forms Catalog Data Distribution.

-0-OL-3 Develop a Training Program for Logistics Careerists.

-0-OL-31 Screen and interrogate the Federal Catalog Data Base Utilizing FARS

PBS *-OL-38-81 (O-DDA-10) Headquarters Consolidation

DDA-level MBO's - 13

Office-level MBO's - 18

Total MBO's 31

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DD/A 81-1697

14 AUG 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

25X1 FROM: [REDACTED] Executive Officer to the DDA
SUBJECT: Planning Assumptions

1. We are re-instituting a simplified planning/tracking system at the directorate level beginning in FY 82.

2. Part of that system will require each of your offices to author a short three-to-five year plan, or to extract from your existing planning mechanism. [REDACTED] believes that these plans should be developed with some general guidelines or planning assumptions which he provides you with. He would like your help in arriving at some of these planning assumptions.

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3. We propose to take about 1/2 hour after the Tuesday, 18 August staff meeting to review the attached strawman list of these assumptions, and of course, to add or delete as you see fit. The strawman list was developed as a result of a meeting with [redacted] who is chairing the current Agency planning activity titled the Capabilities 85 exercise.

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4. DDA contact on this activity will be the planning officer. [redacted]

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Attachment:
As Stated

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Planning Assumptions - 5 Years

The Agency has been shortchanged for the past 10-15 years. A major recapitalization is needed and will begin with the next budget year. The era of "Doing More With Less" is over, though there will be a continued emphasis on cost effectiveness and efficiency.

The Agency will adopt a multiyear, target-oriented program approach as a budgetary strategy. It is likely that support requirement will be incorporated into a total program concept. It will be our responsibility to ensure that our requirements are included in these programs.

A growth in the support area will occur, but most probably it will not be in proportion to the growth in other Agency activities.

A surge capability for quick response to intelligence demands will be developed and will need a support structure which is equally flexible.

The Agency population will increase significantly. Corresponding additional support demands will follow.

Activity in support of a new building on the Headquarters compound will continue.

25X1

New technical collection systems will continue to be developed.

The emphasis on increased analytical capabilities (languages, country expertise, amalgamation of multiple source data) will continue.

Increased emphasis on timely response from all support components will be expected.

We can be expected to increase our support of joint Intelligence Community activities.

The Agency's use of non-official cover will increase significantly. Our use of official cover may experience a modest increase.

We will be required to support a quick reaction anti-terrorism capability in the military.

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